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**TO: Economic Support Supervisors  
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**FROM: Amy Mendel-Clemens  
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**BWP/BIMA OPERATIONS MEMO**

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**Non W-2 [X] W-2 [X] CC [X]**

**PRIORITY: High**

**SUBJECT: Address Automation in CARES**

**CROSS REFERENCE:** CARES Guide 3.3.2

**EFFECTIVE DATE:** November 4, 2002

**PURPOSE**

The purpose of this Operations Memo is to explain the new address verification process for addresses entered on ACCH, ACMA and ACDP and the new CARES screen CUFV.

**BACKGROUND**

Each month, approximately 300 to 350 Wisconsin Quest (EBT) cards are returned to the State as undeliverable. Each returned card must be statused on the Citibank system by a state worker, which also generates an alert and a report (CARES-BI730A-DLY-C070) to the caseworker. The caseworker must then work to resolve the problem so that an EBT card is sent to the correct address.

Many other pieces of mail, including W-2 checks, are returned to the county as undeliverable because the street address or the ZIP code may be wrong or an apartment number is missing.

Until August of 2002, approximately 5500 unduplicated addresses were reported as not being able to be bar coded by a report (CARES-BI600A-EOM (C0565) from the Department of Administration (DOA) mailroom. Research in the past showed that each of these addresses receives four pieces of mail each month. Each piece of mail that is not bar coded costs the

State an additional eight cents in postage. Doing the math, this results in an additional cost of \$1,760 per month. After the month of August, the number of un-bar codable addresses has increased greatly due to the way in which scanned Senior Care addresses are populated to CARES address screens.

In an effort to reduce both workload and costs while providing more timely service and information to the customer, we are instituting online "Finalist" verification of addresses on ACCH, ACMA and ACDP.

Finalist is a software program that processes (behind the scenes) to ensure that addresses meet standards set by the US Postal Service so that addresses can be bar coded. Finalist is the program used by the DOA mailroom; therefore, if CARES verifies an address as bar codable, we should feel confident that DOA will also. The addresses on Finalist are updated quarterly.

## PROCEDURE

There is now a Finalist verification field (FINAL ADDR VR) on ACCH, ACMA, and ACDP. This field will initially be blank. If a new address is entered on any one of the three screens when:

- auto-population of ACCH from CRIN occurs,
- ASII is invoked or
- ACCT populates ACCH during case transfer,

the worker will be driven to CUFV (Finalist Address Verification). When a change is made to a previously verified address, the worker will again be driven to CUFV. Here is a sample of CUFV:

CUFV	FINAL ADDRESS VERIFICATION	10/17/02 14:29
CASE NUM: 0100148425		XCT158 T SANDHOLM
NUMBER	UNIT DIR	ST/RURAL RT/BOX#
ORIG ADDR: 1510	____	N_ VAN VUREN
		ST
CITY: STOTON	STATE: WI	ZIP: 53589
NUMBER	UNIT DIR	ST/RURAL RT/BOX#
FINAL ADDR: 1510	N	VAN BUREN
		ST
CITY: STOUGHTON	STATE: WI	ZIP: 535891029
MESSAGES: BRE - CITY UPDATED		
BRL - ZIP CODE +4 ADDED		
BRI - STREET MAY BE UPDATED		
PF15-ACCEPT FINAL ADDR F16-OVERRIDE FINAL ADDR ENTER-RESUBMIT ORIG ADDR		
NEXT TRAN: _____ PARMS: 0100148425		

On CUFV the address as entered on the address screen will appear first and be called the ORIG ADDR. The Finalist version will appear after that and will be called the FINAL ADDR.

This is followed by a MESSAGES section. The attached HOW-TO document will detail the messages and some of the more common remedies to fix the ORIG ADDR when necessary or when to accept the FINAL ADDR.

In the screen example above, Finalist has corrected the Street and City spelling and added the ZIP + 4.

### PF KEYS

The FINAL ADDR is accepted by using the **<PF15>** key. This will populate the address screen with the FINAL ADDR, which includes the ZIP +4. This will populate the FINAL ADDR VR with a "Y", indicating that the address was verified through Finalist.

#### **Rules of thumb:**

1. When the only message is BRL – ZIP CODE +4 ADDED, the ORIG ADDRESS is the same as the FINAL ADDRESS except for the adding of the final four digits of the ZIP code. The FINAL ADDRESS should be accepted.
2. When one of the messages is BRL as above and none of the other messages are displayed in red, the FINAL ADDRESS has been corrected from the ORIG ADDRESS. Verify the FINAL ADDRESS is correct before accepting the change.

If, for a valid reason, the worker does not wish to accept the FINAL ADDRESS and believes the ORIG ADDRESS to be correct, s/he should use **<PF16>** to override the FINAL ADDR and use ORIG ADDR. A valid reason for overriding the FINAL ADDRESS would be that this is a newly created address and has not yet been updated to Finalist. This will populate the FINAL ADDR VR with an "O", indicating that the worker overrode Finalist verification of the address.

The ORIG ADDRESS will be as entered on the address screen, but the worker has the opportunity to change that address and resubmit it for validation by pressing **<ENTER>**. This will result in the CUFV screen being redisplayed with the results of the changed address.

If **<PF12>** is used to exit the CUFV screen, no changes will be made to the address entered on the address screen and the FINAL ADDR VR field will remain blank. This will result in CUFV being scheduled again when **<ENTER>** is pressed while on the address screen.

### OTHER NAVIGATION ISSUES

If the case is in the driver flow and **<PF15>** or **<PF16>** is pressed on CUFV, the next screen scheduled in the driver flow will display. If the worker trans back to ACCH, then presses **<ENTER>**, s/he will return to the driver flow and the next scheduled screen.

If the case is not in the driver flow but CUFV is scheduled because of an address addition or change on ACCH, ACMA, or ACDP, and **<PF15>** or **<PF16>** is pressed on CUFV, the Common Functions menu will be displayed. The FINAL ADDR VR will be updated on whichever address screen called CUFV.

It is possible to tran directly to CUFV. A blank screen will be displayed on which an address can be entered in the ORIG ADDRESS field. <ENTER> will return the finalist verification. After tranning directly to CUFV, <PF3> or <PF12> must be entered to exit this screen. No address screen will be updated in this situation.

### CONVERSION

In an attempt to minimize the effect on workloads, we will do a conversion of addresses on the weekend of November 1, 2002. All current addresses on ACCH, ACMA and ACDP will be validated by the Finalist program for cases that are open or closed less than 30 days. A report will also be created.

The report will be sorted by worker within supervisory unit, within office, within county. The output for each worker will be sorted into (1)Verified/Corrected Addresses and (2)Unverified Addresses. This report will be sent to each agency for distribution to workers.

The following are the results of the Finalist activity and the reporting of those results:

If the address matches the Finalist address exactly, or the only change to the address is the addition of the +4 portion of the ZIP code, the Finalist program will verify the address. A "Y" will be populated in the FINAL ADDR VR field and the address will not appear on the conversion report.

If the address matches the Finalist address except for a spelling error, a shortened version of a street or city is used, a missing directional or street suffix, or incorrect ZIP code and Finalist can fix that error, the program will verify the address. An example is entering Milw for city. Finalist will correct this to MILWAUKEE, add the ZIP +4 and verify the address. The reverse of this can also occur. "Wisconsin Rapids" will be shorted to "Wisc Rapids". A "Y" will be populated in the FINAL ADDR VR field and the address will be added to the conversion report under the "Verified/Corrected Addresses" section. Please review these addresses for accuracy.

If the address can not be verified by the Finalist program during conversion, the verification field will be left blank and the address will be put on the conversion report under the "Unverified Addresses" section. With the exception of the "Apt missing" message, error messages will not appear on the report. Unverified addresses should be corrected as soon as possible. When the worker trans to the address screen, s/he will be driven to CUFV where the messages will appear and corrective actions taken.

### OTHER INFORMATION

The Finalist program does not verify the second line of an address. It does not affect bar coding, but it does affect delivery. Therefore, caution should be used in entering anything on the second line of the address. In some instances, there is a P.O. Box entered in the second line of the address. If the mailing address is different from the residence address, the mailing address should be entered on ACMA. Not only is this the proper way to enter addresses in CARES, it will ensure that the mailing address is verified.

If the client lives in a mobile home park, the lot number must go in the APT field on the first line of the address.

## **ATTACHMENTS**

[How To Generate Acceptable Addresses](#)

## **USEFUL LINKS**

<http://www.usps.com/zip4/>

## **CONTACTS**

BIMA CARES Information & Problem Resolution Center

Email: [carpolcc@dwd.state.wi.us](mailto:carpolcc@dwd.state.wi.us)  
Telephone: (608) 261-6317 (Option #1)  
Fax: (608) 266-8358

Note: Email contacts are preferred. Thank you.

## HOW TO GENERATE ACCEPTABLE ADDRESSES

Screen CUFV provides the opportunity for almost all mail to reach the client in a timely manner at the lowest possible cost. This is assuming that the worker has received and entered the basically correct address.

When CUFV is displayed, one to six messages may be displayed. On a terminal with standard color configuration, informational messages will display in aqua and error messages in red. Informational messages need only be verified for accuracy. Error messages in red must be resolved before the address can be verified by Finalist. There is one situation in which no message will be present. That is when the correct address is entered including the ZIP +4.

Multiple error messages are often resolved by one change to the address. Unfortunately, there is no rule of thumb to follow to discover and fix the errors. Nor is there any great resource to provide accurate addresses. A piece of mail received by the client, preferably one with a bar code on it, is the best source of a correct address.

Throughout this document, only the ADDR fields and MESSAGE fields portion of the CUFV screen will be presented. See Page 2 of Ops Memo 02-62 for a full CUFV screen print.

- This is an example of a correct address with the ZIP+4 already entered.

	NUMBER	UNIT	DIR	ST/RURAL	RT/BOX#	SUF	QUAD	APT
ORIG ADDR:	423			N	MORELAND		BLVD	2
CITY: WAUKESHA STATE: WI ZIP: 531883344								
	NUMBER	UNIT	DIR	ST/RURAL	RT/BOX#	SUF	QUAD	APT
FINAL ADDR:	423			N	MORELAND		BLVD	2
CITY: WAUKESHA STATE: WI ZIP: 531883344								
MESSAGES:								

When an address is returned on CUFV, the address as entered on the address Screen (ACCH, ACMA, or ACDP) is displayed in the ORIG ADDR fields and the Finalist version in the FINAL ADDR fields. Note that there are no messages.

- This is an example of an address that only required the +4 be added.

	NUMBER	UNIT	DIR	ST/RURAL	RT/BOX#	SUF	QUAD	APT
ORIG ADDR:	1710			N	VAN BUREN		ST	
CITY: STOUGHTON STATE: WI ZIP: 53589								
	NUMBER	UNIT	DIR	ST/RURAL	RT/BOX#	SUF	QUAD	APT
FINAL ADDR:	1710			N	VAN BUREN		ST	
CITY: STOUGHTON STATE: WI ZIP: 535891060								
MESSAGES: BRL - ZIP CODE +4 ADDED								

- This is an example of an address that has both informational and error messages.

NUMBER	UNIT DIR	ST/RURAL RT/BOX#	SUF QUAD APT
ORIG ADDR: 1017	____	N_ VAN BUREN	____ AVE_
CITY: STOTON STATE: WI ZIP: 53589			
NUMBER	UNIT DIR	ST/RURAL RT/BOX#	SUF QUAD APT
FINAL ADDR: 1017	N	VAN BUREN	ST
CITY: STOUGHTON STATE: WI ZIP: 535890000			
MESSAGES:	BRE - CITY UPDATED BRG - NOT A VALID ADDRESS BRG - NOT A VALID ADDRESS BRB - CHECK STREET SUFFIX BRF - NOT A VALID ADDRESS OR NEW ADDRESS		

Finalist has corrected the obvious mistakes, and returned messages indicating what is preventing it from adding the +4 to the ZIP code. In the above example, the city has been corrected to agree with the ZIP code. Four error messages were also returned and the +4 was not added to the address.

Notice that message "BRG NOT A VALID ADDRESS" is shown twice. This is because an error in one field will cause other fields to look as if they are incorrect. In this case, 1017 is not a valid house number on Van Buren St; therefore the first BRG message. But when Finalist checks the "ST" field, if the number is correct, the street may be wrong. The message "BRF NOT A VALID ADDRESS OR NEW ADDRESS" is almost always displayed if there are other errors.

After the NUMBER has been changed, the CUFV screen displays like this:

NUMBER	UNIT DIR	ST/RURAL RT/BOX#	SUF QUAD APT
ORIG ADDR: 1710	____	N_ VAN BUREN	____ ST_
CITY: STOUGHTON STATE: WI ZIP: 53589			
NUMBER	UNIT DIR	ST/RURAL RT/BOX#	SUF QUAD APT
FINAL ADDR: 1710	N	VAN BUREN	ST
CITY: STOUGHTON STATE: WI ZIP: 535891060			
MESSAGES:	BRL - ZIP CODE +4 ADDED		

## **ADDRESS FIELDS**

The remainder of this document will identify each address field and provide tips on how to resolve errors to that field.

**NUMBER:** This is the residence house or apartment building number.

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
ORIG ADDR: 2500 \_\_\_\_\_ N\_ VAN BUREN \_\_\_\_\_ ST \_\_\_\_\_

CITY: STOUGHTON \_\_\_\_\_ STATE: WI ZIP: 53589 \_\_\_\_\_

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
FINAL ADDR: 2500 \_\_\_\_\_ N VAN BUREN \_\_\_\_\_ ST

CITY: STOUGHTON STATE: WI ZIP: 535890000

MESSAGES: BRM - ZIP CODE NOT UNDERSTOOD/VALID

BR9 - CHECK STREET RANGE

BRA - CHECK STREET SUFFIX AND DIRECTIONAL

BRF - NOT A VALID ADDRESS OR NEW ADDRESS

Message “BR9 CHECK STREET RANGE” may relate to this field. If it is known that the street and suffix are correct, it means that the number is out of the range of assigned house numbers for the street listed. It may mean the house number is incorrect, the street is incorrect or the suffix is incorrect.

Some residence NUMBERS contain a letter as the last digit (e.g. 2466A). It will produce the BR9 message. Although the address is often understood by the local post office as deliverable, it is not bar codable. Put the “A” in the “APT” field.

**UNIT:** The only use for this field is as overflow for the “Number” field. This happens for numbers such as N140W12400. This problem is not solvable and will not be bar codable. After verifying the rest of the address, it must be processed using the override (PF16).

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
ORIG ADDR: N140W1240 0 \_\_\_\_\_ CEDAR \_\_\_\_\_ LN \_\_\_\_\_

CITY: GERMANTOWN \_\_\_\_\_ STATE: WI ZIP: 53022 \_\_\_\_\_

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
FINAL ADDR: N140W1240 0 CEDAR LN

CITY: GERMANTOWN STATE: WI ZIP: 530220000

MESSAGES: BRM - ZIP CODE NOT UNDERSTOOD/VALID

BRI - STREET MAY BE UPDATED

BR9 - CHECK STREET RANGE

BRA - CHECK STREET SUFFIX AND DIRECTIONAL

BRF - NOT A VALID ADDRESS OR NEW ADDRESS

To verify this type of address, you may go to <http://www.usps.com/zip4/> and enter the full address. If the address is correct, the ZIP+4 will be returned.

**DIR:** This field contains the direction prefix of a street.

Error message ‘BR8 - CHECK STREET DIRECTIONAL’ usually displays when the only field of the address that appears to be incorrect is the DIR field.



## **ST/RURAL RT/BOX #**

Dr Martin Luther King DR./BLVD/etc. presents an address that does not fit in the “ST” field.

```
NUMBER  UNIT DIR  ST/RURAL RT/BOX#    SUF QUAD APT
ORIG ADDR: 2506____ _ N_ DR MARTIN LUTHER KIN DR__ _ 2____

CITY: MILW_____ STATE: WI ZIP: 53212____

NUMBER  UNIT DIR  ST/RURAL RT/BOX#    SUF QUAD APT
FINAL ADDR: 2506  -    N DR MARTIN LUTHER KIN DR          2

CITY: MILWAUKEE    STATE: WI ZIP: 532122754

MESSAGES: BRE - CITY UPDATED
          BRL - ZIP CODE +4 ADDED
          BRI - STREET MAY BE UPDATED
```

Message “BRI STREET MAY BE UPDATED” will appear in aqua and be informational only. Corrected spellings and other changes will produce this message. Sometimes the message may display even though no change was made; this is due to the way Finalist processes and verifies some addresses and is intrinsic to the program.

In Milwaukee, the following form of the same address is recommended:

```
NUMBER  UNIT DIR  ST/RURAL RT/BOX#    SUF QUAD APT
ORIG ADDR: 2506____ _ N_ MLK_____ DR__ _ 2____

CITY: MILW_____ STATE: WI ZIP: 53212____

NUMBER  UNIT DIR  ST/RURAL RT/BOX#    SUF QUAD APT
FINAL ADDR: 2506  -    N MLK          DR          2

CITY: MILWAUKEE    STATE: WI ZIP: 532122754

MESSAGES: BRE - CITY UPDATED
          BRL - ZIP CODE +4 ADDED
```

Message “BRJ STREET NOT UNDERSTOOD/VALID” - Incorrect street designations are the main reason for rural addresses not being bar codable. The usual acceptable designations are:

- County Road  
**NOTE ➤** Cnty, county trunk, CTH, or other variations are not acceptable.
- State Road  
**NOTE ➤** State Highway, HWY 999, or other variations are not acceptable
- US Highway –  
**NOTE ➤** Hwy is usually acceptable

Your local Post Office may tell you that certain variations of the above are acceptable. But, being understood and deliverable does not mean the address is bar codable.

The only change between the next two screens is changing "Highway" to "Road".

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
ORIG ADDR: 5600 \_\_\_\_\_ N\_ STATE HIGHWAY 26 \_\_\_\_\_

CITY: MILTON \_\_\_\_\_ STATE: WI ZIP: 53563 \_\_\_\_\_

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
FINAL ADDR: 5600 - N STATE HIGHWAY 26

CITY: MILTON STATE: WI ZIP: 535630000

MESSAGES: BRM - ZIP CODE NOT UNDERSTOOD/VALID  
BRJ - STREET NOT UNDERSTOOD/VALID  
BR9 - CHECK STREET RANGE  
BRA - CHECK STREET SUFFIX AND DIRECTIONAL  
BRF - NOT A VALID ADDRESS OR NEW ADDRESS

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
ORIG ADDR: 5600 \_\_\_\_\_ N\_ STATE ROAD 26 \_\_\_\_\_

CITY: MILTON \_\_\_\_\_ STATE: WI ZIP: 53563 \_\_\_\_\_

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
FINAL ADDR: 5600 - N STATE ROAD 26

CITY: MILTON STATE: WI ZIP: 535639767

MESSAGES: BRL - ZIP CODE +4 ADDED

Some fixes are not as obvious. See the following where Finalist will only accept the street when both roads are included.

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
ORIG ADDR: N1699 \_\_\_\_\_ STATE ROAD 80 \_\_\_\_\_  
14 \_\_\_\_\_

CITY: WONEWOC \_\_\_\_\_ STATE: WI ZIP: 53968 \_\_\_\_\_

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
FINAL ADDR: N1699 - STATE ROAD 80  
14

CITY: WONEWOC STATE: WI ZIP: 539680000

MESSAGES: BRM - ZIP CODE NOT UNDERSTOOD/VALID  
BRJ - STREET NOT UNDERSTOOD/VALID  
BR9 - CHECK STREET RANGE  
BRA - CHECK STREET SUFFIX AND DIRECTIONAL  
BRF - NOT A VALID ADDRESS OR NEW ADDRESS

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
ORIG ADDR: N1699 \_\_\_\_\_ STATE ROAD 80 AND 82 \_\_\_\_\_

CITY: WONEWOC \_\_\_\_\_ STATE: WI ZIP: 53968 \_\_\_\_\_

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
FINAL ADDR: N1699 - STATE ROAD 80 AND 82

CITY: WONEWOC STATE: WI ZIP: 539689358

MESSAGES: BRL - ZIP CODE +4 ADDED

County Road N, County Road E, County Road S, and County Road W are exceptions in Finalist processing. County remains in the "STREET" field, Road is entered in the "SUFFIX" field as RD, and the road designation (which is always a directional letter) is put in the "QUAD" field. If this is the only problem to the ORIG ADDR, the +4 is added to the FINAL ADDR. The suggested work-around is to add the +4 to the ORIG ADDR and override (PF16).

```

NUMBER  UNIT DIR  ST/RURAL RT/BOX#  SUF QUAD APT
ORIG  ADDR: 5500 _____ COUNTY ROAD N _____

      CITY: POTOSI _____ STATE: WI ZIP: 53820 _____

      NUMBER  UNIT DIR  ST/RURAL RT/BOX#  SUF QUAD APT
FINAL ADDR: 5500          COUNTY          RD  N

      CITY: POTOSI          STATE: WI ZIP: 538209748

MESSAGES: BRL - ZIP CODE +4 ADDED
          BRI - STREET MAY BE UPDATED

```

This same problem and solution holds for street designations like US Highway 12 W, where the "W" will be moved to the Quad field.

```

NUMBER  UNIT DIR  ST/RURAL RT/BOX#  SUF QUAD APT
ORIG  ADDR: 6501 _____ US HWY 12 W _____

      CITY: EAU CLAIRE _____ STATE: WI ZIP: 54703 _____

      NUMBER  UNIT DIR  ST/RURAL RT/BOX#  SUF QUAD APT
FINAL ADDR: 6501  -    US HIGHWAY 12          W
CITY: EAU CLAIRE  STATE: WI ZIP: 547039619

MESSAGES: BRL - ZIP CODE +4 ADDED

```

### **RURAL ROUTES AND PO BOXES**

A "Rural Route" address is entered as follows:

```

NUMBER  UNIT DIR  ST/RURAL RT/BOX#  SUF QUAD APT
ORIG  ADDR: 54 _____ RURAL ROUTE 001 _____

      CITY: KESHENA _____ STATE: WI ZIP: 54135 _____

      NUMBER  UNIT DIR  ST/RURAL RT/BOX#  SUF QUAD APT
FINAL ADDR: 54  -    RR 1

      CITY: KESHENA          STATE: WI ZIP: 541359800

MESSAGES: BRL - ZIP CODE +4 ADDED

```

A "PO Box" is entered just like that. No periods after P or O. The actual number may be entered in the NUMBER field or following PO Box. Finalist moves it to the NUMBER FIELD if the latter method is used. Message "BR7 CHECK BOX NUMBER" refers directly to this type of entry. It is like the STREET RANGE for the NUMBER field. Finalist knows the range(s) of PO Boxes for each Post Office.

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
ORIG ADDR: \_\_\_\_\_ PO BOX 356 \_\_\_\_\_

CITY: GERMANTOWN \_\_\_\_\_ STATE: WI ZIP: 53022 \_\_\_\_\_

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
FINAL ADDR: 356 \_\_\_\_\_ PO BOX \_\_\_\_\_

CITY: GERMANTOWN \_\_\_\_\_ STATE: WI ZIP: 530220000

MESSAGES: BRM - ZIP CODE NOT UNDERSTOOD/VALID  
BR9 - CHECK STREET RANGE  
BRF - NOT A VALID ADDRESS OR NEW ADDRESS

## MORE ON LONG STREET NAMES

Enter as much of long street names as possible. Do not abbreviate early parts of the name or skip spaces. See first example of Dr. Martin Luther King Dr., above where the g does not fit, but it is an acceptable address. Also see example below where the “ne” of “Town Line” does not fit.

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
ORIG ADDR: 3101 \_\_\_\_\_ RUTLAND DUNN TOWN LI RD \_\_\_\_\_

CITY: STOUGHTON \_\_\_\_\_ STATE: WI ZIP: 53589 \_\_\_\_\_

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
FINAL ADDR: 3101 - \_\_\_\_\_ RUTLAND DUNN TOWN LI RD \_\_\_\_\_

CITY: STOUGHTON \_\_\_\_\_ STATE: WI ZIP: 535893125

MESSAGES: BRL - ZIP CODE +4 ADDED  
BRI - STREET MAY BE UPDATED

**SUF:** Message “BRB CHECK STREET SUFFIX” directly relates to this field. It is saying that the street name entered is valid for the city entered but not with this suffix. . In many cases, Finalist will suggest the suffix. Verify that it is the suffix you want. At other times, there may be more than one possibility and Finalist will not make any suggestion. Verify that the suffix you enter is the correct one.

The following address has more than one possibility for Suffix:

CUFV FINAL ADDRESS VERIFICATION 10/23/02 15:  
XCTA83 C NEU

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
ORIG ADDR: 1510 \_\_\_\_\_ S\_ 15TH \_\_\_\_\_

CITY: MILW \_\_\_\_\_ STATE: WI ZIP: 53204 \_\_\_\_\_

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
FINAL ADDR: 1510 \_\_\_\_\_ S 15TH \_\_\_\_\_

CITY: MILWAUKEE \_\_\_\_\_ STATE: WI ZIP: 532040000

MESSAGES: BRE - CITY UPDATED  
BRM - ZIP CODE NOT UNDERSTOOD/VALID  
BRB - CHECK STREET SUFFIX  
BRF - NOT A VALID ADDRESS OR NEW ADDRESS

Both “St” and “Pl” are valid suffixes within this ZIP code. Finalist can not determine which is correct in this circumstance, and will therefore make no suggestion.

**QUAD:** Some communities, most notably Wisconsin Rapids, use a quad designator instead of a directional.

NUMBER	UNIT	DIR	ST/RURAL	RT/BOX#	SUF	QUAD	APT
ORIG ADDR: 101				3RD		AVE	S
14							
CITY: WISCONSIN RAPID STATE: WI ZIP: 54495							
NUMBER	UNIT	DIR	ST/RURAL	RT/BOX#	SUF	QUAD	APT
FINAL ADDR: 101	-			3RD		AVE	S
14							
CITY: WISC RAPIDS STATE: WI ZIP: 544952740							
MESSAGES: BRE - CITY UPDATED							
BRL - ZIP CODE +4 ADDED							

**APT:** This field displays the apartment number of the address to be validated. This is also the field in which to display the lot number in a mobile home park. Message “BRK APT NUMBER IS MISSING” applies directly to this field. A missing apartment number is the major cause of undelivered mail in larger cities.

NUMBER	UNIT	DIR	ST/RURAL	RT/BOX#	SUF	QUAD	APT
ORIG ADDR: 423			N	MORELAND		BLVD	
CITY: WAUKESHA STATE: WI ZIP: 53188							
NUMBER	UNIT	DIR	ST/RURAL	RT/BOX#	SUF	QUAD	APT
FINAL ADDR: 423			N	MORELAND		BLVD	
CITY: WAUKESHA STATE: WI ZIP: 531883344							
MESSAGES: BRV - ZIP +4 UPDATED							
BRK - APT NUMBER IS MISSING							

NUMBER	UNIT	DIR	ST/RURAL	RT/BOX#	SUF	QUAD	APT
ORIG ADDR: 423			N	MORELAND		BLVD	3
CITY: WAUKESHA STATE: WI ZIP: 53188							
NUMBER	UNIT	DIR	ST/RURAL	RT/BOX#	SUF	QUAD	APT
FINAL ADDR: 423			N	MORELAND		BLVD	3
CITY: WAUKESHA STATE: WI ZIP: 531883344							
MESSAGES: BRL - ZIP CODE +4 ADDED							

**CITY:** This field contains the city of the address being validated. We have already seen several examples of what Finalist will do to correct an address. In the third screen print it changed “Stoton” to “Stoughton”. In the MLK example, it changed “Milw” to “Milwaukee”. In the Quad example, it changed Wisconsin Rapid to Wisc Rapids. There is also example, below under ZIP, of Wisconsin Dells, which does fit, but was changed to Wisc Dells . As with streets, enter as much of the address as fits in the field. Finalist will format the city according to standard.

**STATE:** This is the state of the address being validated. This field is usually filled with “WI”, but occasionally other state designators are needed. Valid values for this field are in table TSTA.

**ZIP:** This is an example of the ZIP code being corrected and the +4 added. The change to the ZIP was made because the street and city matched, but the ZIP did not. This ZIP should be checked for correctness, and if correct, the address should be accepted.

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
ORIG ADDR: 1397 \_\_\_\_\_ FUR DRIVE \_\_\_\_\_ CT \_\_\_\_\_

CITY: WISCONSIN DELLS STATE: WI ZIP: 54943 \_\_\_\_\_

NUMBER UNIT DIR ST/RURAL RT/BOX# SUF QUAD APT  
FINAL ADDR: 1397 \_\_\_\_\_ FUR DRIVE \_\_\_\_\_ CT \_\_\_\_\_

CITY: WISC DELLS STATE: WI ZIP: 539658950

MESSAGES: BRN - ZIP CODE UPDATED  
BRL - ZIP CODE +4 ADDED